



U.S. ENVIRONMENTAL PROTECTION AGENCY

Headquarters - Washington, DC

MERIT PROMOTION VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. : LV-MP28-00 (All applicants **MUST** submit their applications to the Las Vegas address listed in the How To Apply Section)

POSITION, SERIES & GRADE : Environmental Protection Specialist, GS-0028-9/11

OPENING DATE : July 14, 2000

CLOSING DATE : August, 4, 2000

ANNUAL SALARY : **GS-9:** \$35,310 - \$45,900 **GS-11:** \$42,724 - \$55,541

PROMOTION POTENTIAL : GS-13

LOCATION : AA-ship for Water, American Indian Environmental Office, Washington, DC

AREA OF CONSIDERATION : Current and former federal employees with competitive status (current career, career-conditional employees), reinstatement eligibles, and CTAP and ICTAP eligibles. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions who have substantially completed an initial 3-year term of continuous active service may apply. (**NOTE:** The selection pool will be limited to CTAP/ICTAP eligibles and current U.S. EPA employees if CTAP/ICTAP applicants are found to be well qualified.)

MOVING EXPENSES : Will not be paid

DUTIES AND RESPONSIBILITIES

- Performs work relating to the development and implementation of guidance and policies to address Indian environmental concerns and issues.
- Reviews and analyzes technical and/or policy issues related to environmental programs impacting Indian country.
- Conducts short and long-range Indian environmental program activities and coordinates cross-media environmental activities with the participation of the tribes, states, and other federal agencies.
- Performs liaison work by interacting with a variety of organizations on legislative proposals, regulations, policies and program issues.

QUALIFICATION REQUIREMENTS

Applicants must have general and/or specialized experience as described below. This requirement is in accordance with the OPM's *Operating Manual for Qualifications Standards of General Schedule Positions* which specifies when and how education may be substituted for experience. When specified, applicants must also meet any Mandatory (Selective Placement) Factors listed. Status applicants must also meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

A. GS-9: At least one year of specialized experience comparable in difficulty and responsibility to the GS-7 level in the federal government. Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Assists in the development of environmental activities for programs.
- Provides guidance to Tribes and other parties concerning Federal regulations and policies for environmental programs
- Assists in performing liaison work across many sectors including Tribes and other federal agencies

GS-11: At least one year of specialized experience comparable in difficulty and responsibility to the GS-9 level in the federal government. Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Assists in the development of environmental activities for specific programs impacting Indian country.
- Provides guidance to Tribes and other parties concerning Federal Indian laws, regulations and policies for environmental programs in Indian country
- Assists in performing liaison work across many sectors including Tribes and other federal agencies.

FOR THE GS-09 LEVEL:

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

FOR THE GS-11 LEVEL:

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. equivalent doctoral degree.

C. MANDATORY (SELECTIVE PLACEMENT) FACTORS: We strongly encourage you to respond to the following mandatory factors on a separate sheet of paper. If we cannot find evidence of this factor in your application, we cannot determine you qualified for this position.

1. Knowledge of laws, regulations and policies that protect human health and the environment in Indian country.

EVALUATION CRITERIA

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSA's) listed below. As an addendum to your application, you are strongly encouraged to attach a separate sheet relating your qualifications to the specific requirements (Ranking Factors) of this position.

- 1) Knowledge of major environmental issues impacting Indian country
- 2) Ability to analyze current or projected environmental programs
- 3) Ability to work with people of diverse cultures to understand and meet program needs
- 4) Ability to communicate orally
- 5) Ability to communicate in writing

GENERAL INFORMATION

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences. U.S. citizenship is required.

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans and persons with disabilities are encouraged to apply. Candidates claiming 10-point veteran's preference must submit proof of claim with application.

When the position has a positive education requirement or requires specific course work (as indicated under "Qualification Requirements"), all candidates **MUST** submit a copy of college transcript(s) or a complete list of college courses (OPM Form 1170-17).

OTHER ESSENTIAL INFORMATION:

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER EPA'S CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) OR THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

Individuals who have special priority selection rights under EPA's Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they demonstrate experience equivalent to the acceptable level in the crediting plan on each of the knowledge and abilities listed above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, documentation of promotion potential, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY

You must submit a complete package as listed below or your application will not be considered for this position. You may apply by submitting a resume, an "Optional Application for Federal Employment" (Form OF-612), or a SF-171 for each vacancy announcement. Current and former Federal employees must submit a copy of their last Notification of Personnel Action (SF-50) which indicates career

or career-conditional tenure, competitive status, grade level and/or date of separation. The application should include the announcement number, all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy. Credit may be given only if there is enough information to indicate the job-relatedness and value of any experience, training, awards, etc. submitted. Please do not send copies of previous job descriptions, manuscripts, personal endorsements, or other unsolicited materials. Because applications will not be returned, original documents should not be submitted.

NOTE: Applications sent in U.S. Government postage paid envelopes will not be considered.

SEND INFORMATION TO:

MAILING ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
P.O. Box 98516
Las Vegas, NV 89193-8516

EXPRESS MAIL ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
4220 S. Maryland Parkway
Building C, Room 503
Las Vegas, NV 89119

In order to receive consideration, you must submit your application to the Las Vegas, NV address listed above. Receipt of applications in any office other than Las Vegas will not be considered.

Agency Contact: Suzanne Miller Phone: (702) 798-2418
Hearing impaired applicants may call (702) 798-2421 TTY

A copy of this vacancy announcement may be obtained by calling (912) 757-3000.

RECEIPT OF APPLICATIONS: Applications will be accepted if received in person or postmarked by the closing date of this announcement in the Las Vegas office. No extensions will be given.